

FLEET PARTS SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values, to perform a variety of advanced level technical duties involved in the purchase and maintenance of fleet parts, tools and shop supply inventory.

Supervision Received and Exercised:

Receives general supervision from the Fleet Parts Supervisor or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Purchase fleet parts, tools and related supplies from contract and non-contract vendors;
- Review order requests and discuss any unusual specifications; obtain price quotes, review comparisons; place orders using purchase orders, procurement cards, or petty cash, and arrange for deliveries and pickups;
- Maintain contact with vendors; keep informed of new products; develop new sources of supply; evaluate vendor performance; assist in the preparation and evaluation of fleet parts contract;
- Answer questions and provide information to the public and other departments; investigate complaints and recommend corrective actions necessary to resolve complaints;
- Receive, store and issue equipment, supplies and parts; charge proper department or vehicle for equipment, supplies and/or parts; issue tools and maintain their condition; issue and track vehicle keys;
- Verify incoming shipments for appropriate quantity and quality; receive, unpack and check quantity of items received against invoices and specification; inspect all items; stock shelves with supplies;

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Fleet Parts Specialist (continued)

- Maintain adequate stock levels and records on all materials; participate in scheduled inventories; prepare requisitions for stock replacement to maintain minimum stock levels; prepare final invoices in PeopleSoft and forward to Accounting;
- Return damaged, warranty or incorrect parts to vendor; process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate;
- Prepare and maintain statistical reports and a variety of records including reference resource catalogs, vendor and purchase lists, contract information, and other records and files related to the parts service area;
- Prepare service orders; obtain all pertinent information; refer to parts manual to determine correct parts and numbers; produce computer generated work orders, as required
- Monitor, receive, process and dispatch radio road calls and messages from various vehicles; coordinate wrecker service for disabled city vehicles;
- Perform a variety of general clerical, accounting, and related work; operate computer terminal and peripheral equipment as well as standard office machines and related equipment in the performance of assigned duties;
- Assist in maintaining accurate repair and operating costs on all automotive vehicles and equipment; assists in preparing reports on consumption of stock and related matters;
- Operate a forklift, van, and truck;
- Perform related duties as required;

When Assigned as Parts/Fleet Liaison

- Receive and schedule vehicles and equipment in need of preventative maintenance and repair; create work orders, record vehicle mileage and equipment hours; record labor hours provided by Fleet Technicians; ensure customer work request forms are complete with contact information, work requested and vehicle condition information; ensure all work orders are posted within timeline established by Fleet Division procedures and guidelines and all supporting documentation is complete;
- Consult with technical staff to identify repairs needed and estimate time needed to complete repairs; and check vehicle warranty status;

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Fleet Parts Specialist (continued)

• Estimate downtime of vehicles and equipment based on shop workload and

communicate vehicle/equipment status information to vehicle operator and/or

department representative;

Respond to questions and/or complaints from vehicle operator or department

regarding work performed on vehicle in order to resolve problems or update

user on status of job;

• Ensure information in the fleet management database is current and complete

when work orders are being inputted; report incomplete entries to the Fleet

Manager;

• Schedule vehicle/equipment repairs and preventative maintenance according

to established procedures and guidelines;

• Schedule and coordinate maintenance and repair jobs with appropriate

vendors and dealers in order to expedite work and maximize benefits of warranties and service contracts including collision/body repairs and warranty

repairs;

• Schedule requests for road maintenance and tire services;

Order parts from contracted City vendors as needed;

Maintain records of work performed, parts used and time worked; manage

records and maintain files related to vehicle and maintenance records, and

discrepancies forwarded to the Fleet Manager;

Assist with all shop operations, including all customer service reguests when

technical staff are not available:

Perform related duties as required

Minimum Qualifications:

Experience:

Two years of increasingly responsible experience in storekeeping or related work involving the selection, purchasing, storage, and issuing of a variety of fleet

materials and supplies.

Effective May 2006

Revised March 2011 (added ASE certification is preferred)

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Fleet Parts Specialist (continued)

Education:

Equivalent to completion of the twelfth grade. Additional coursework in bookkeeping or accounting is desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Automotive Service Excellence (ASE) certification is preferred.

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 50 lbs.
- Move heavy objects with forklift, dolly, etc.
- Operate city vehicles, such as trucks, vans, sedans, etc.
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.)
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Traverse considerable distances during workday with or without an accommodation
- Move, detach, carry, lift, organize inventory, parts removal and replacement in inventory etc.
- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Considerable reading and close vision work
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours

Competencies:

(Pending)

Job Code: 145

Status: Non-Exempt / Classified